

Instructions for Developing or Institutionalizing Courses

California Version

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NOTE:

Before submission of the Developing or Institutionalizing form they must be approved by one of the State Training Partners listed: California Emergency Management Agency, Commission on Peace Officers Standards and Training, State Fire Marshal, Emergency Medical Services Authority, Department of Justice, UC Davis, Cal Maritime, CA Departments of Public Health and Health Services and any other agency required by Cal E.M.A. to assist in the review and approval of these course development forms.

This is in support of the continuing efforts to build common catalogs of approved training not provided by FEMA. Cal E.M.A. will be allowed three deliveries of the same course within the State before the course is required to go through the FEMA State course review and approval process. Additional course deliveries will be authorized during the review period. However, if the course is disapproved as part of the process, no additional FEMA funds can be dedicated to attending the course.

This checklist/website below will help guide users that are State/Federal-sponsored (by the Training & Exercise Integration Secretariat (TEI/TO)) through the TEI/TO course development best practices and the TEI/TO approval process. This checklist provides an overview of State/Federal-sponsored requirements and TEI/TO Best Practices contained in each of the Responder Training Development Center (RTDC) CORE (Confirm, Organize, Review, and Enable) stages. www.https://www.firstrespondertraining.gov/TEI/tei.do?a=home





Note: INSTRUCTIONS FOR DEVELOPING/INSTUTIONALIZING COURSES using the CAL E.M.A. Website are contained on page 8 of this document.

Note: Throughout the CORE stages, you are required to submit course information for TEI/TO review and approval. When this is the case, you will see a document icon below the title of the step. All materials should be submitted electronically to your TEI/TO Program Manager (PM), California Emergency Management Agency-Homeland Security Training. Below is an example of a document icon:



The following are required submissions TEI/TO must approve throughout the course developmement and approval process:

- Development of State-sponsored Training Reporting Form (States Only)
- Request for Addition to the Approved State/Federal-sponsored Course Catalog Form (Existing Courses Only)
- Course Review and Approval Request Form with Course Materials
- Revised Course Materials, if applicable
- Course Review and Approval Request Form with Course Materials (every three years)



Confirm Stage

The Confirm stage of the CORE process includes steps for the development of a new course. During the Confirm stage, TEI/TO State/Federal-sponsored courses must complete the following steps:

State Requirements:

1. Conduct a comprehensive Literature Search

Determine whether a course already exists.

2. Submit the form called Development /Institutionalizing of State-sponsored Training Reporting Form for TEI/TO approval-Cal E.M.A. version. (Note: California State Training Partners must approve the processing of these forms.)



TEI/TO Best Practices:

1.	Needs Assessment
	□ Determine course goals.
	☐ Identify/prioritize gaps.
	$\hfill\square$ Indicate whether there is a need to develop a course.
	☐ Determine whether a course already exists.
2.	Planning
	☐ Define project scope.
	□ Determine resources.
	☐ Create project schedule.
	☐ Determine budget.
3.	Analysis
	☐ Complete a Learner Analysis (Target Population).
	☐ Conduct an Environmental Analysis.
	☐ Conduct a Job/Task Analysis, if applicable.
	☐ Conduct a Content Analysis, if applicable.
	☐ Conduct a Learning Analysis.
	☐ Conduct a Media Analysis, if applicable.



Organize Stage

Note: There are no requirements for State/Federal-sponsored courses in the Organize stage.

The Organize stage includes steps (best practices) to consider when developing a new course.

Note: The best practices vary for Instructor-Led Training (ILT) and Web-Based Training (WBT), and are indicated in each checkbox option below.

TEI/TO Best Practices:

1.	Develop Course Design			
	☐ Write learning objectives.			
	☐ Develop detailed content outline.			
	☐ Determine course design strategies.			
	☐ Develop instructional strategies.			
	☐ Chart course flow (WBT only).			
	☐ Determine assessment strategy.			
	☐ Develop evaluation plan.			
	☐ Determine look and feel (TEI/TO Style Guide).			
	☐ Document technical functionality (TEI/TO Style Guide) (WBT only).			
	☐ Write Course Design Document (CDD).			
2.	Develop the Prototype (*develop one lesson and submit to CAL E.M.A. for review)			
	□ Validate templates (WBT only).			
	☐ Create screen templates (WBT only).			
	□ *Write storyboards for one lesson (WBT only).			
	□ *Program one lesson (WBT only).			
	□ *Develop instructor guide for one lesson (ILT only).			
	□* Develop supplemental materials for one lesson (ILT only).			
	\square *Develop practical exercise, if applicable, for one lesson (ILT only).			
	□ *Develop participant guide for one lesson (ILT only).			



3.	Develop the Draft Course		
	\square Develop all storyboards (WBT only).		
	□ Program all lessons (WBT only).		

☐ Develop instructor guides (ILT only).

☐ Develop support materials, if applicable (ILT only).

☐ Develop practical exercises and exams, if applicable (ILT only).

☐ Develop packaging materials (ILT only).

Review Stage

The Review stage includes 3 steps for the review of a new or existing State/Federal-sponsored Course.

State/Federal-sponsored Requirements:

1. Initial Review



☐ Submit a Request for Addition to the Approved State-sponsored Course Catalog Web-form (Existing State Courses Only).

☐ Submit course materials using the Training Support Package (TSP) checklist (page _)

☐ Submit the Course Review and Approval Request Form-State or Course Review and Approval Request Form-Federal with course materials.

2. Detailed Review

☐ Third Party SME's will review the submitted course materials and provide notification for revising them, if applicable

3. Final Review and Validation



☐ Submit revised course materials for TEI/TO approval, if applicable.

☐ If there were no revisions, the TEI/TO Program Manager will forward the course materials to the TEI/TO Director for review.

□ TEI/TO Director and Program Manager review SME findings and send a letter of approval or disapproval to add the course to the catalog.



TEI/TO Best Practices:

1. Implementation/Evaluation

- ☐ Conduct implementation planning, if applicable.
- ☐ Conduct pilots SME review.
- ☐ Make pilot course revisions, if applicable.

Enable Stage:

The Enable stage includes steps for the continuous review and approval required to maintain your course in the course catalog. Each course will be reviewed every three years. The Enable stage requires three steps for the review of State/Federal-sponsored courses.

State/Federal-sponsored Requirements:

1. Initial Review



☐ Submit the Course Review and Approval Request Form with course materials.

2. Detailed Review

☐ Third Party SME's will review the submitted course materials and provide notification for revising them, if applicable

3. Final Review and Validation



- ☐ Submit revised course materials for TEI/TO approval, if applicable.
- ☐ If there were no revisions, the TEI/TO Program Manager will forward the course materials to the TEI/TO Director for review.
- ☐ TEI/TO Program Manager and Director review SME findings and send a letter of approval or disapproval to add the course to the catalog



INSTRUCTIONS FOR DEVELOPING/INSTUTIONALIZING COURSES (CAL E.M.A. Website)

STEP 1: Go to: www.calema.ca.gov/WebPage/Training

STEP 2: Middle of page-click on Instructions for Course Development

STEP 3: Read or Skip-Course Approval Process

STEP 4: Forms, click on Developing and Institutionalizing Forms: The Course Development Form is used for an undeveloped course. The Institutionalizing Form is used to submit an existing course that has already been delivered in California 3 times. These forms must be submitted prior to the development or institutionalizing of a California proposed course.

Before submission these forms must be approved by one of the State Training Partners listed: California Emergency Management Agency, Commission on Peace Officers Standards and Training, State Fire Marshal, Emergency Medical Services Authority, Department of Justice, UC Davis, Cal Maritime, CA Departments of Public Health and Health Services and any other agency required by Cal E.M.A. to assist in the review of these course development forms.

STEP 5: Course Development-This section provides instructions and templates on the development of a Instructor Led or Web Based Course.

You can also visit: www.https://www.firstrespondertraining.gov/TEI/tei.do?a=home for an interactive tutorial on course development and using the templates. When you arrive at this site click on Library below the Training Development Center banner. The Library will take you to the Templates or you can continue with the tutorial by clicking on "Let Me Guide You-Start Here"

STEP 6: Compliance Standards-Reference documents on: Emergency Responder Guidelines Blended Learning, NFPA's and CFR's that can be used in course development.

STEP 7: Bottom of Page-Forms, click on Course Approval Request Form, this form must accompany the submission of course with the following course materials:

Instructor Guide/Instructor Outline/Instructor Lesson Plans

Participant Manual or Guide Workbook

Audio/Visual Support Materials

Special Support Materials

The instructional design should include: (examples attached)

Module/Session/Lesson Content

Scope Statement

Terminal Learning Objectives (TLOs)

Enabling Learning Objectives (ELOs)

Resource List

Instructor to Participant Ratio

Reference List

Practical Exercise Statement

Evaluation Strategy (written exam)







Developing or Institutionalizing Non-SLGCP Courses Reporting Form



Combined Developing or Institutionalizing Non-SLGCP Course Reporting Form

The Course Development Form is used for an undeveloped course. The Institutionalizing Form is used to submit an existing course that has already been delivered in California 3 times. These forms must be submitted prior to the development or institutionalizing of a California proposed course.

Before submission these forms must be approved by one of the State Training Partners listed: California Emergency Management Agency, Commission on Peace Officers Standards and Training, State Fire Marshal, Emergency Medical Services Authority, Department of Justice, UC Davis, Cal Maritime, CA Departments of Public Health and Health Services and any other agency required by Cal E.M.A. to assist in the review of these course development forms.

States or Urban Areas intending to use SLGCP funds to develop and institute non-SLGCP courses must be in compliance with the following:

- 1) ODP Emergency Responder Guidelines
- 2) ODP Homeland Security Guidelines for Prevention and Deterrence
- 3) ODP Strategy for Blended
- 4) 29 Code of Federal Regulation 1910.120, entitled Hazardous Waste Operations and Emergency Response
- 5) 29 Code of Federal Regulation 1910.134 entitled Respiratory Protection
- 6) National Fire Protection Association (NFPA) 471, Recommend Practice for Responding to Hazardous Materials Incidents
- 7) NFPA 472, Professional Competence of Responders to Hazardous Materials Incidents
- 8) NFPA 473, Standard for Competencies for EMS Personnel Responding to Hazardous Materials Incidents
- 9) NFPA 1600, Standard on Disaster/Emergency and Business Community Programs 2004, specifically 5.1.2

In addition, States and Urban Areas shall:

- 1) Follow accepted principles of instructional systems design
- 2) Employ the Analysis, Design, Development, Implementation, and Evaluation (ADDIE) model or equivalent methodologies
- 3) Ensure complete curriculum exists for any training funded through SLGCP grant monies.
- 4) Requesting agencies have 180 days after receipt of Federal Tracking Number to submit all course materials to Cal E.M.A. Agencies that cannot meet the 180 day submission time frame will have tracking number cancelled and grants division notified.

By submitting this form, I certify that this course meets the above guidelines and adheres to the ODP mission of preparing for, responding to, and recovering from WMD and CBRNE incidents. SLGCP funds can be used to support the cost associated with the course development process, provided that the State or Urban Area abides by SLGCP procedures. However, if the course is disapproved as part of the course review process, no additional SLGCP funds can be dedicated to delivering the course.



TRAINING SUPPORT PACKAGE

This checklist is used when submitting completed courses to CAL E.M.A. for final review and submission to the Department of Homeland Security (DHS)

Department or Agency Letter Requesting Submission of Course Materials to DHS and statement that reads "Name of Agency/Course Developer_____ allows DHS to reproduce 3-5 copies of course materials for review purposes".

Course Design Document

Instructor Guide/Instructor Outline/Instructor Lesson Plans

Participant Manual or Guide Workbook

Audio/Visual Support Materials

Special Support Materials (Computer Disk with Course Materials, Passwords/Log On

information if the course is a web based course).

Course Approval Request Form

The instructional design should include:

Module/ Session/Lesson Content

Scope Statement

Terminal Learning Objectives (TLOs)

Enabling Learning Objectives (ELOs)

Resource List

Instructor to Participant Ratio

Reference List

Practical Exercise Statement

Evaluation Strategy (written exam)

Reference List

Practical Exercise Statement

Evaluation Strategy

Please ship the course via a commercial carrier of your preference (Fed Ex, UPS, DHL, USPS, etc) to:

Joint Forces Headquarters
Directorate of Homeland Security
CSM Alex Cabassa (USA/Ret)
9800 Goethe Road, Box 46
Sacramento, California 95826
(916) 324-9128 (office)
(916) 439-3690 (cell)
(916) 324-5929 (fax)

alex.cabassa@calema.ca.gov



COURSE APPROVAL REQUEST FORM

Please complete all portions of this form, transmit any requests for Course Approval through the California Emergency Management State Administrative Agency (SAA). With this submittal, the requestor is acknowledging and confirming that all required SLGCP training data (student attendance, number of deliveries etc.) will be submitted upon approval of the course.

Please review the Training Support Package Checklist to recognize the supporting materials SLGCP must have to make a complete assessment of the course(s). Should you have questions about the process or the information needed, please contact CSM Alex Cabassa, State Training Officer at (916) 324-9128 or SFC Janice Barnes at (916) 323-7735.

SAA or UAWG Requesting Course:

State UASI Jurisdiction:

Course Title or Proposed Course Title:

Level of the Course (Awareness, Performance-Defense (OSHA Operations), Performance-Offensive (OSHA Technician), or Planning/Management (OSHA Incident Command):

Is this a: Resident Course-Taught at a local training institution: YES/NO

Mobile Training Course: YES/NO Web Based Course: YES/NO

Length of Course in Hours:

Newly Developed Course or Existing Course: New Existing

If an existing course, include: (1) information on where the course was developed, (2) by what agency, and (3) where it has been delivered.



Is this	coul	rse substantially	y different from	those offered in	the SLGCP	Course Catalog?
	Y	N				

 $\label{lem:course} \textbf{Does the course specifically address WMD/CBRNE terrorism?}$

Y N

How does this course work toward achievement of the State or Urban Area Homeland Security Strategy?

How does this course comply with the standards of the National Incident Management System and National Response Plan?

How will your State/ Urban Area institutionalize this course after SLGCP funding?

Through what entity will the course be offered (academy, training center, community college, etc)? (specify exact location)

Point of Contact (Person in the Requesting Agency to contact for clarification, further information, additional questions) and contact information including name, address, email, and phone number(s):



List Terminal and Enabling Objectives addressed:

Module/Lesson	Objective Type (terminal or enabling)	Objective	

Example: Ionizing Radiation	Terminal	At the end of this chapter the student will be able to identify the four basic types of ionizing radiation and the corresponding shielding and biological hazards associated with each.
Example: Minimizing exposure to radiation and radioactive material	Enabling	At the conclusion of this section participants will be able to describe the difference between radiation and contamination



The following basic elements are required before submission will be accepted.

SAA Review: Does the submitted course and related materials:

Y	N	Specifically deal with WMD/CBRNE	
Y	N Comply with 29 CFR 1910.120, Hazardous Waste Operations and		
		Emergency Response.	
Y	N	Comply with the SLGCP Emergency Responder Guidelines	
Y	N	Comply with SLGCP Prevention and Deterrence Guidelines	
Y	N	Demonstrate identifiable linkages to the Universal Task List (UTL) and	
		Target Capabilities List (TCL)	
Y	N	Indicate the Level of Training	
Y	N	Include a Program of Instruction (POI)/Syllabus	
Y	N	Include the contents of the Training Support Package (TSP)	
Y	N	Include the sub-components of the Module/Session/Lesson Content	
SAA_		Date:	
		Signature	
SAA			
		Please Print	
The a	bove o	described listed items are contained in the submission.	
ST CC	חח מי	OP PO Date:	
SLGC	JI OD	Signature Date	
		Signatur C	
SLGO	CP OD	OP PO	
		Please Print	



AGENCY OR DEPARTMENT LETTER HEAD

April 1, 20XX

Subject: Submission Letter for Bomb Squad Training Course (Instructor Led Training)

To Whom It May Concern,

The Bomb Squad Training Course is submitted for review and approval through the Preparedness Directorate Office of Grants and Training (G&T) Course Review and Approval Process (State and Federal Sponsored Course) document dated December, 2008. All course materials are provided in the curriculum binder. To expedite the review process, a complete review of the state, federal and DHS sponsored catalogs have been conducted revealing no equivalent course offering.

As per section 2.2 of the review and approval document, the following information is provided:

- 1. Course Design Document
- 2. Instructor Guide
- 3. Participant Guide
- 4. Support Materials
- 5. Practical Exercises and Exams
- 6. Evaluation
- 7. Course Approval Request Form

This letter also grants permission to the Department of Homeland Security (DHS) to make five copies of Bomb Squad Training Course for distribution to those individuals reviewing the course for the Office of State and Local Government Coordination and Preparedness (SLGCP) within the state of California.

If any questions arise during the review of the Bomb Squad Training Course TSP, please direct them to the Director of Education and Standards (Bob Smith) at (123) 456-7890 or via email at **bob.smith@bombsquad.us.gov**.

Sincerely,

Bob Smith Director Education and Standards Bomb Squad Inc. 119 Firecracker Drive 510 Sacramento, California 95630



AGENCY OR DEPARTMENT LETTER HEAD

April 1, 20XX

Subject: Submission Letter for Bomb Squad Training Course (Web Based Training)

To Whom It May Concern,

The Bomb Squad Web Based Training Course is submitted for review and approval through the Preparedness Directorate Office of Grants and Training (G&T) Course Review and Approval Process (State and Federal Sponsored Course) document dated December, 2008. All course materials are provided in the curriculum binder. To expedite the review process, a complete review of the state, federal and DHS sponsored catalogs have been conducted revealing no equivalent course offering.

As per section 2.2 of the review and approval document, the following information is provided:

- 1. Course Design Document
- 2. Practical Exercises and Exams
- 3. Log-On & Passwords (required 5 of each)
- 4. Web address to access course
- 5. Course Approval Request Form

This letter also grants permission to the Department of Homeland Security (DHS) to make five copies of Bomb Squad Web Based Training Course for distribution to those individuals reviewing the course for the Office of State and Local Government Coordination and Preparedness (SLGCP) within the state of California.

If any questions arise during the review of the Bomb Squad Web Based Training Course TSP, please direct them to the Director of Education and Standards (Bob Smith) at (123) 456-7890 or via email at **bob.smith@bombsquad.us.gov**.

Sincerely,

Bob Smith Director Education and Standards Bomb Squad Inc. 119 Firecracker Drive 510 Sacramento, California 95630



Additional Information and Submission of Course Materials Please Contact:

Joint Forces Headquarters
Directorate of Homeland Security
CSM Alex Cabassa (USA/Ret)
9800 Goethe Road, Box 46
Sacramento, California 95826
(916) 324-9128 (office)
(916) 439-3690 (cell)
(916) 324-5929 (fax)
alex.cabassa@calema.ca.gov

or

Joint Forces Headquarters
Directorate of Homeland Security
SFC Janice Barnes (CA)
9800 Goethe Road, Box 46
Sacramento, California 95826
(916) 323-7735 (office)
(916) 324-5929 (fax)
janice.barnes@calema.ca.gov